

MINUTES
STAKEHOLDER ADVISORY BOARD
EPD – Tradeport Atlanta, Georgia
March 2, 2005

Present were Stakeholder Advisory Board members Jim Hamilton (Chair), Robert Ringer, Karim Shahlaee, Ben Thompson, Doug Easter, Connie Wiggins, Alice Champagne, and Aaron Varner. Also present was Soil and Water Commission employee Richard King. Interested parties in attendance included Scott Brumbelow (GUCA), Seth Yurman (GW&PCA), Michael Barnhart (Clark Design Group), and Bettie Sleeth (HBAG).

Chairman Jim Hamilton opened the meeting by welcoming Board members and guests to the meeting.

Following a motion and second, the minutes of the previous Board Meeting were approved.

The Chairman noted the work of the SubCommittee. This – in addition to the time on the Board itself – has been a huge time commitment, and he thanked all for their hard work and dedication. There has been a very good input from members of the Board, as well as interested individuals who attend.

Chairman Jim Hamilton noted Target Dates for various tasks which have been discussed, to update all present.

By March 15 th	Course Content Curriculum Materials / Notebook Exam (30-50 questions)
By April 15 +/-	Pilot Course & Pilot Exam For 50 – 100 people – in Athens at UGA (representative sample)
By May 1 st June 1 st +/-	Modify Level 1A following the Pilot Course Train the Trainer Course, Level 1 With input from SAB by late March Final Roll Out of all courses

A discussion ensued on the selection of individuals for the Pilot Course, since it will be a Certification Course. Karim Shahlaee noted that the Commission is in discussion with UGA to obtain the waiting list of individuals who wanted to attend

but could not. This would be a totally random representative sample. Several organizations present noted that they might suggest names. But, it is critical that the attendees be random and a good representative sample of future attendees to better gauge the course and exam.

Chairman Jim Hamilton noted the SAB Objectives:

By end of March	Level 1B & Level 2 completed Agendas & Presentations, Materials, Exam, etc.
Train the Trainer	Level 1 – Complete Agenda, Presentations, Materials, Exam, etc
Train the Trainer	Level 2 – Complete Agenda, Presentations, Materials, Exam, etc
FAQ Document	Frequently Asked Questions completed
Trainer Selection	SAB input from Commission staff recommendations

It is noted that while the headings below note one Board Member or individual, often many individuals discussed a similar viewpoint.

Connie Wiggins

Noted all the work done by the Board to date, in such a short time. She stated that the minimum objectives of the Courses. Also – especially the Level 1B Course – should have a detailed presentation on Enforcement (How to, methods, requirements of the Laws, etc).

Karim Shahlaee

The Course Objectives were in the original notebook given all SAB Members. These were the basic outlines for procedure for the coursework.

He added that the Laws will be covered in detail for the Level 1B Course, and in addition to the BMPs, there is a presentation on Inspections – how to do it, what to do, and it will tie together all aspects of the BMPs with in the field inspections and compliance, etc. Additionally, Level 1B will instruct in Plan Reading Skills.

Additionally, the Level 2 – Design / Reviewer Course will cover in detail – What is expected, what makes a proper ES&PC Plan, and will instruct Reviewers how to review and what to look for on plans.

Connie Wiggins

She noted she that a huge problem is lack of enforcement and lack of knowledge in enforcement. Will there be a specific presentation on “How To Enforce”?

Karim Shahlaee

He went into detail on the Level 1B Course Agenda. The Plan Reading Skills, the Law, the BMPS, as well as the presentation on Inspection-Enforcement—and Role of the Inspector go into great detail on the subject.

Connie Wiggins

She again noted her concern about “Not my job” enforcement. But the discussion moved forward.

Karim Shahlaee

He noted that the Level 1 Train the Trainer Course would cover both Level 1A and Level 1B per HB285. Knowledge and ability in both courses would be needed to be a Level 1 Trainer.

Chairman Jim Hamilton

He called for a vote on Level 1A Agenda and Presentations for the Pilot Course. There was no discussion. The motion was made and seconded and approved unanimously.

Alice Champagne

She asked the purpose of the Pilot Course.

Karim Shahlaee

He noted that in conversations at last week’s SubCommittee meeting and internal meetings of the Commission Staff with Executive Director David Bennett that it was decided that the Pilot Course was a good idea. Chairman Jim Hamilton agree. Dr. Shahlaee went on to say that the Level 1A Course and Exam will be evaluated for the necessary curriculum, as well as the fairness of the Exam – will it be sufficient to test necessary knowledge without being too difficult. The Pilot course will evaluate the presenters, the length and quality of presentations, the exam, the proctoring process, and all facets to ensure that it will work prior to rolling it out to Trainers.

Chairman Jim Hamilton

He reminded all that a detailed FAQ document had to be prepared, and requested a volunteer. Doug Easter volunteered, and Connie Wiggins handed him a FAQ sheet from another venue. Ms. Wiggins read the FAQ draft from Scott Brumbelow. Bettie Sleeth also stated that she would be happy to assist and provide. Seth Yurman and Scott Brumbelow also offered assistance. All will email their suggestions to Mr. Easter.

Connie Wiggins and Alice Champagne requested input on the Level 1B course. Dr. Shahlaee discussed the Agenda as proposed for Level 1B.

Chairman Jim Hamilton

He brought up the discussion on the Train The Trainer Courses. There will be no detailed training on subjects – since it is assumed that the Trainers are all well qualified and knowledgeable in the subjects. At this time, it will be a 1-day course covering all aspects of the instruction from the facility, to equipment needed, to logistics of the Course and liaison with other individuals / organizations in order to put on the Course.

The Chairman noted the upcoming discussions on the subject:

- Administration
- Process
- Method of Instruction
- Content

Additionally the Chairman noted that per HB285 the SAB is to approve Trainers with recommendations from the Commission staff – from submitted documentation and applications.

Karim Shahlaee

An Agenda for the Level 1 Train The Trainer Course should be ready for discussion in two weeks at the next Board meeting, and will possibly be discussed at the SubCommittee meeting next week. He also noted that he and Mr. King will provide a mock-up of the Level 1A Course Notebook for the SubCommittee meeting as well as the next Board meeting.

Chairman Jim Hamilton

He noted that following approval of Trainers to take the respective Train The Trainer Courses, and Course feedback from the Pilot Course, the SAB will meet less frequently after the next couple of months.

Aaron Varner

He noted that local issuing authorities often have just 5-6 inspectors to cover 50 – 60 sites. Inspectors wear many hats, and often do not report on sites even if there are violations because they are scheduled to see other sites that day. He noted that while the proposed process is slow, it does appear to be improving – there is no quick fix. He noted strongly that education is NOT the key, although it is important. Enforcement of the laws is the key to compliance.

Stakeholder Advisory Board Meeting
March 2, 2005
Page 5

Bettie Sleeth

She noted that the HBAG and General Contractors are once again hoping for licensing of contractors. Currently there is no licensing requirement. They are hopeful to put into place mandatory education on erosion and sediment control, codes, etc. If the proposed bill passes and finally becomes law, a Board will be appointed. Certainly the new E&S Certification program will be a part of the mandatory education requirements.

The meeting adjourned with Mr. Hamilton reminding members that the March 9 SubCommittee meeting and the March 16, 2005 full SAB Meeting will be at the Atlanta Tradeport EPD Building.

Submitted by
Richard E. King
March 3, 2005